

How do I sign up for eService?



Everyone must register to use eFS. For more information about registering, see the **QRGs: Registering a Firm Administrator, Existing Firm Account or Independent Account.**

How do I add myself to the Service Contact list?



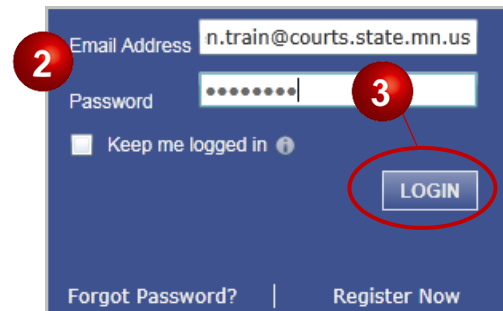
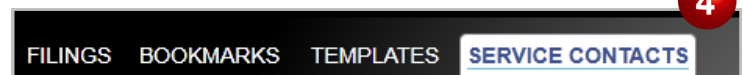
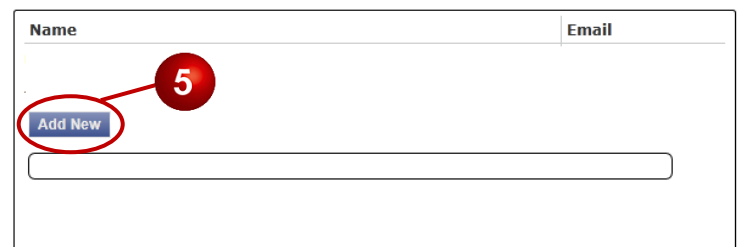
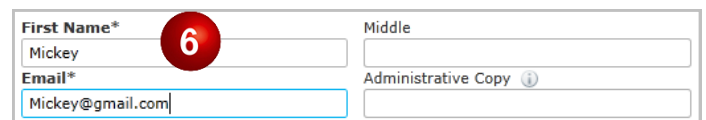
Remember, you may have already added your name on the Service Contact list during the initial registration.

1. Go to <https://minnesota.tylerhost.net>
2. Enter your **Email Address** and **Password**.
3. Click **LOGIN**.
4. The eFS home page opens in the Workspace. From the Workspace, click **SERVICE CONTACTS**.
5. Click **Add New**.
6. Enter all required **Service Contact Information** marked with an asterisk.
7. Click **Save Contact**.
8. The Service Contact information displays on the Service Contact list.



Only Firm Administrators can add and remove their own staff. Individuals should only add and remove their own names.

To sign up for eService, first register for an account in eFS. Once an account is created, add yourself to the Service Contact list.

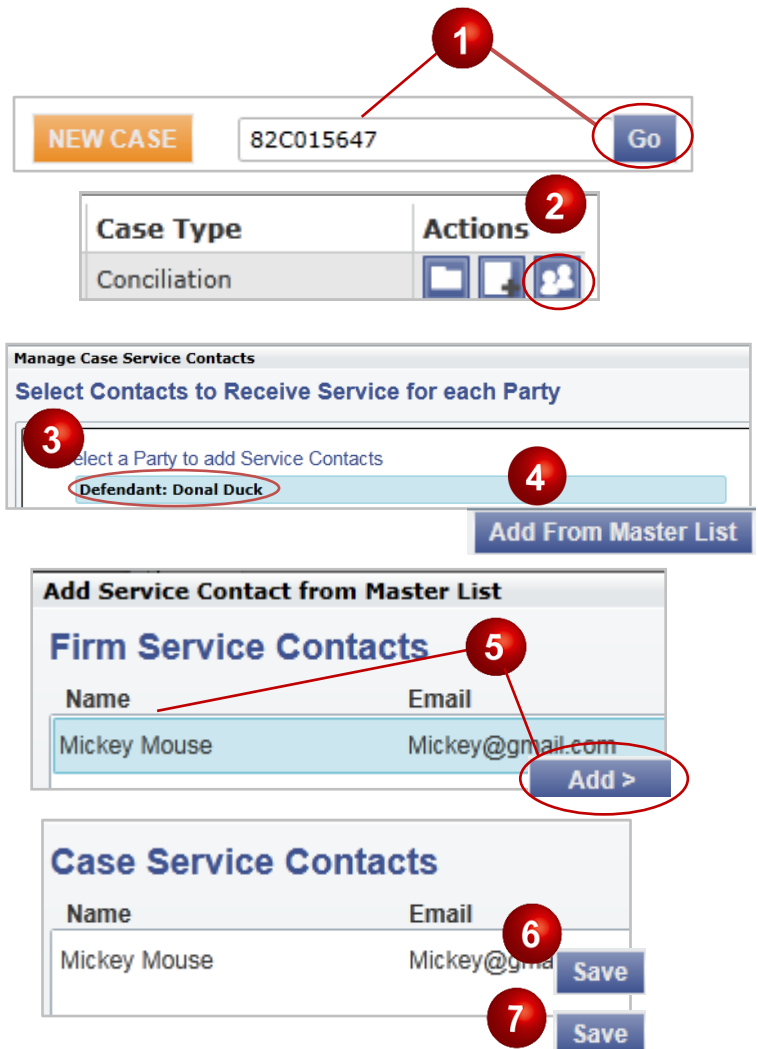






Save Contact



How do I add myself for service on an existing case?

1. In the case number bar to the right of the New Case button, type in the case number. Click **GO**.
2. The case displays. Underneath Actions select the **Service Contact** icon.
3. Select the **Contacts** to receive service for each party. Click on the **Party name**.
4. Click **Add From Master List**.
5. Click and highlight **your name** on the left. Click **Add**. The Service Contact name will move to the other side.
6. Click **Save**
7. Click **Save** again.



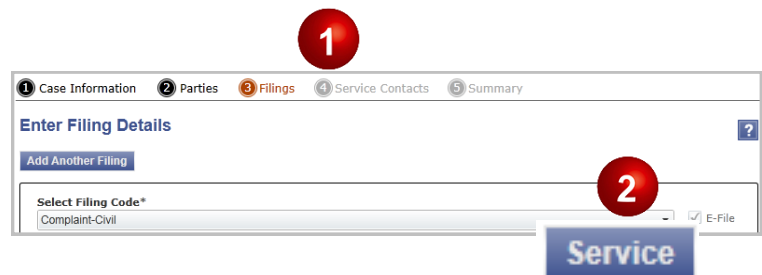

When you add a Service Contact to receive eService, you must select the party you are filing on behalf of. Do not add service contact under the Other Service Contact list. The record of service will not appear in MNCIS if you use Other Service Contact.

How do I sign up for eService on a new case?



If you need more information on how to enter a new case in eFS, please see the Entering a New Case in eFS Quick Reference Guide.

1. Enter the following case details:
 - Case Information
 - Party Names
 - Filing Details
 - Attach Case Documents
 - Payment Details
2. Click **Service**.



- The contact list displays. Check the box next to the **Party** you represent.

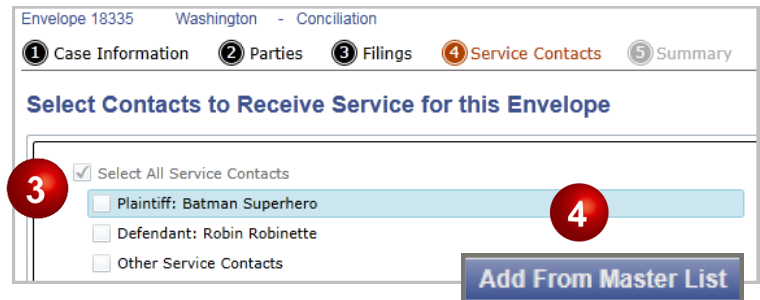
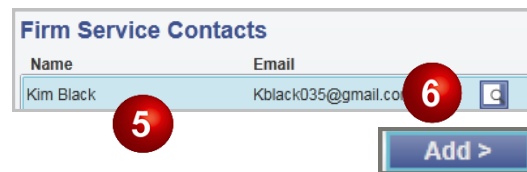
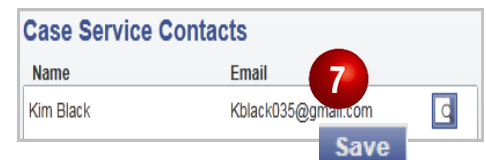


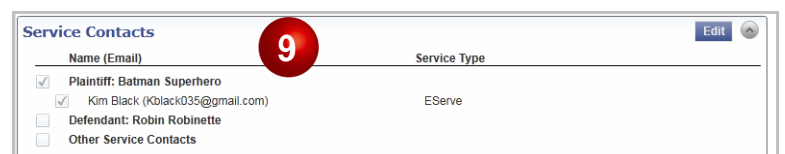
Adding a Service Contact to receive eService must added under the party name. Do not add a party name under the Other Service Contact list.

- Click **Add from Master List**.
- Click and **highlight the name** you would like to receive eService.
- Click **Add**. The Service Contact name will move to the other side of the list.
- Click **Save**.
- The name added displays under the represented party.
- The Service Contacts attached to the case displays on the summary page.



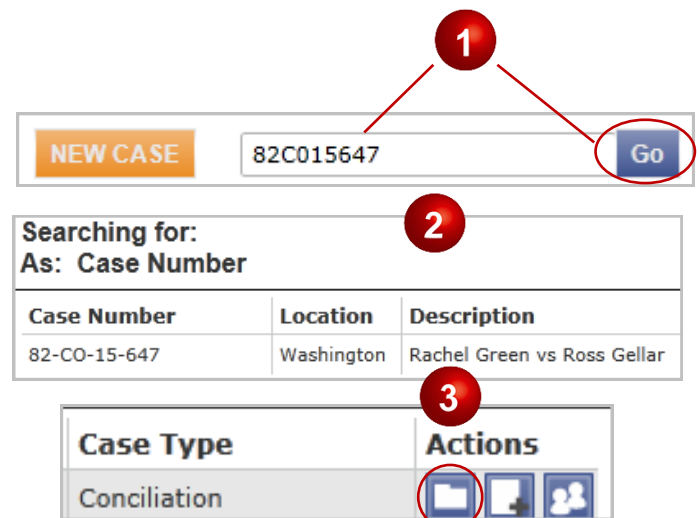
Remember you can only add and remove **your own name** to the eService Contact list.



How do I eServe a Document?

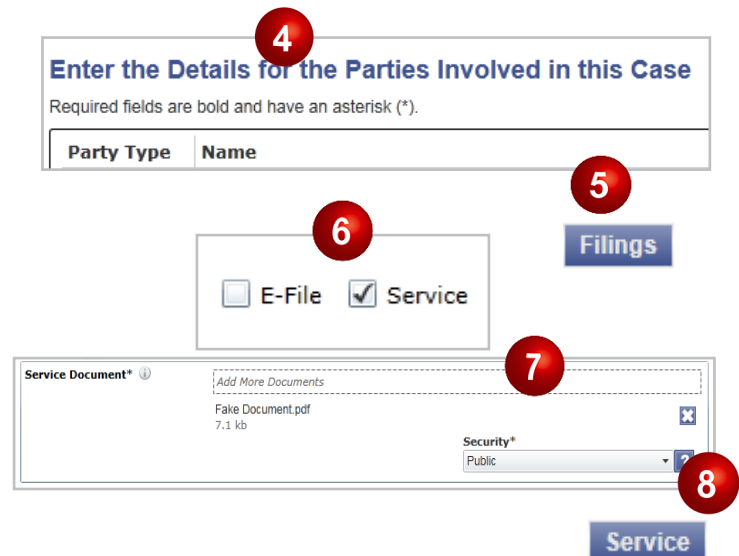
- In the case number bar to the right of the New Case button, type in the **case number**. Click **GO**.
- The case displays.
- In the Actions section select the **Start a new subsequent filing** icon.



4. Add any additional **Parties**.
5. Click **Filings**.
6. Check the **Service** box across from the Select Filing Code field.
7. **Upload the Service Document.**
Enter the Filing Description and Reference number (required fields).
8. Click **Service**.
9. Select the Service Contacts and Submit the document.



Sending Courtesy Copies is not the same as eServing. Service only does not display in the Minnesota court system.



4 Enter the Details for the Parties Involved in this Case
Required fields are bold and have an asterisk (*).

Party Type	Name
<input type="checkbox"/> E-File	<input checked="" type="checkbox"/> Service

5 Filings

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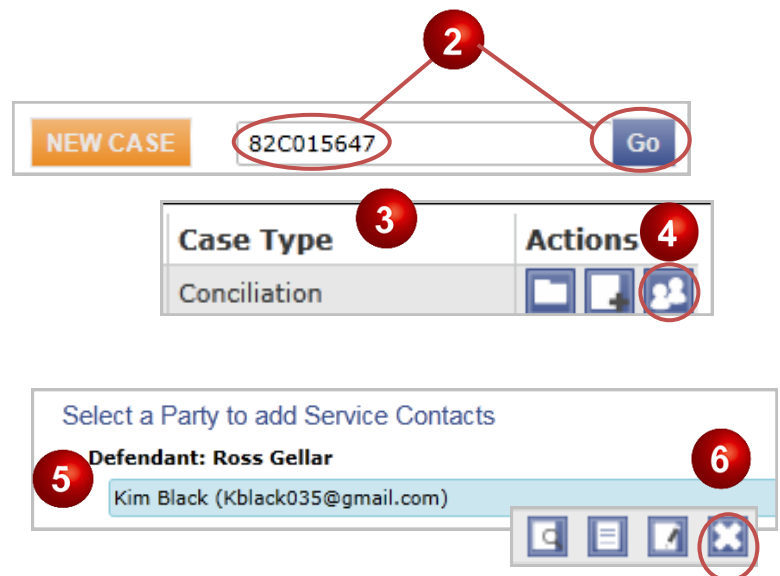
7 Service Document*
Add More Documents
Fake Document.pdf
7.1 kb

8 Security*
Public

Service

How do I remove myself from a case in eFS?

1. Log into eFS
2. In the case number bar to the right of the New Case button, type in the **case number**. Click **GO**.
3. The case displays.
4. Click the **Service Contact** icon.
5. Click on the **name** to remove.
6. Click the **Remove Contact** icon.



2

NEW CASE 82C015647 Go

3 Case Type
Conciliation

4 Actions

5 Select a Party to add Service Contacts
Defendant: Ross Gellar
Kim Black (Kblack035@gmail.com)

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Each person is responsible for adding or removing themselves from the service contact list, make sure you are only adding and removing your own name on the list.